

**MINUTES  
CHARLESTOWN PLANNING BOARD  
AUGUST 2, 2016**

Members Present: Robert Frizzell (Chair); Sharon Francis (Vice-Chair); John Bruno,  
Richard Lincourt, Douglas Neill, Rose Smith-Hull

Alternates Present: Duane Wetherby

Staff Present: David Edkins – Planning & Zoning Administrator  
Regina Borden – Recording Secretary

**CALL TO ORDER & SEATING OF ALTERNATES:** Mr. Frizzell called the meeting to order at 7:00 PM. He advised that meetings are recorded and asked that anyone wishing to speak identify themselves for the record. Mr. Frizzell advised that Mr. Cobb (ex-officio) is not in attendance however an alternate member cannot be appointed to sit in his place.

**APPROVAL OF MINUTES OF JULY 19, 2016:**

**Mrs. Smith-Hull moved to approve the Minutes of the July 19, 2016, Planning Board meeting, as presented. Mr. Lincourt seconded the motion. With six members in favor, the Minutes were approved.**

**RICK & ROBIE’S PROPERTY MANAGEMENT, LLC, cont’d – Add 36’ x 40’ Garage with Apartment Above to Existing 6 Unit Apartment Building – 806 Old Claremont Road – Map 106, Lot 8 – Zone E (Mixed Use):** Mr. Edkins had worked with the applicants to get everything on the plan that the PB members had requested. Nothing in the regulations provides any grounds for not approving it.

Mrs. Francis asked if there is going to be any changing of oil or service work done on vehicles and/or equipment in the garage. Mr. Fortier responded “no”. Mrs. Francis asked about fumes or emissions of any kind. Mr. Fortier said “no”. He will move vehicles and/or equipment in and out but they will not sit running in the garage. Mr. Edkins noted these are Building Code issues.

Mr. Lincourt asked what Mr. Fortier had decided to do with the breezeway. Mr. Fortier replied that a base will be put down and it will be covered, it will be four-feet wide and run from building to building. He could put doors at both ends. Mr. Bruno asked if this is being considered as a minor Site Plan Review and Mr. Edkins noted that it is. Mr. Frizzell asked if any abutters were present; there were none.

**Mr. Bruno moved to accept this application for Rick & Robie’s Property Management, LLC as complete. Mrs. Smith-Hull seconded the motion. With five members in favor, the motion was approved. Mrs. Francis was opposed; it should be subject to a subdivision. This is not in the best use of a lot like this nor is it in the Town’s best interest.**

Mr. Bruno looked through the regulations and could not find where it states the applicant cannot do this. Mr. Edkins pointed out that the Zoning says any use is permitted. Mr. Bruno stated that unless there is a specific reason to deny it there is not anything that prohibits them from doing this. Mr.

Edkins agreed with Mr. Bruno as the existing regulations are silent on this. Mrs. Francis prefers a second home on a separate lot. The PB did not foresee this. Mr. Edkins noted that it is an issue that needs to be looked at going forward. There is a new State statute that was recently passed in this session of the legislature that requires towns to allow accessory dwellings on any lot that has a single dwelling on it. They will have to look at the Watershed Zone.

**Mr. Bruno moved to grant final approval to this Site Plan Review application for Rick & Robie's Property Management, LLC with the condition that the building on the Site Plan be labeled as a garage with a single dwelling unit above it. Mr. Lincourt seconded the motion. Mrs. Francis wanted to add a condition that there be doors at both ends. Mr. Lincourt said if it was his building he would want doors but he is not sure they can require that. With four members in favor, the motion was approved. Mrs. Francis was opposed. Mr. Frizzell was opposed; it is not against this application but in principle. Some years ago the PB approved three story buildings and he voted against that on principle.**

**WHELEN ENGINEERING CO., INC. – Preliminary Consultation – 60,000 Sq. Ft. Light Manufacturing Building – CEDA Road – Map 106, Lot 4 – Zones F-1 (Industrial/Business) and E (Mixed Use):** Mr. Edkins advised that this is a preliminary consultation so the PB needs to be careful in terms of not going into a lot of detail. A sketch was on display. Abutters have not been notified. Mr. Bruno has done work for Whelen in the past and would step down if the PB members felt he should do so. There were no objections from the other members to have him participate in this preliminary consultation.

Mr. John Olson brought Mr. Travis Royce, surveyor/designer, and Mr. Brian Boardman, Vice-President of Operations, with him. Mr. Olson would like to keep Whelen in Charlestown but they need to get this building built this fall otherwise they might have to look for another existing building. This will be a 60,000 square foot building with fire-proof rooms and a loading dock. The employee's entrance will be off Old Claremont Road. Trucks will be coming off the interior road but there will not be a lot of heavy trucks because they will be drawing material from their other manufacturing facilities to do assembly here. They left a lot of green space plus trees and shrubbery. The building will look like their other ones and be adjacent to their other property.

Mr. Edkins noted that the formal application has been submitted, a public notice will be posted in the newspaper tomorrow and abutters notices will go out tomorrow for the Public Hearing on Tuesday, August 16<sup>th</sup>.

Mrs. Francis would be interested in understanding the relationship of what is happening in this building as compared to the other buildings on the campus. Mr. Olson replied that it will be light manufacturing; there will be benches and possibly robots putting parts together. Mrs. Francis asked if there are any emissions. Mr. Olson said the heating is a part of their bio-mass system; they are doing away with all oil heat. It will be clean with no carbon monoxide.

Mr. Bruno asked how storm water will be dealt with. Mr. Olson said it will be captured and run into the drainage system they have. Mr. Lincourt questioned if they will be adding additional employees. Mr. Olson said there may be some as they are expanding and have been growing. Currently there are approximately 950 employees; they run four shifts 24/7. They show 75 parking spaces in this plan. Mr. Edkins asked Mr. Royce to pick-up a major Site Plan Review checklist to be sure they are addressing everything. Mr. Bruno asked if any State Permits are required. Mr. Olson is not aware of any. Mr. Edkins noted the Town has plenty of water and sewer capacity.

**PLANNING & POLICY ISSUES:**

**Second Dwelling:** Mr. Edkins reported that there is a need to look at the second and/or accessory dwelling issue. In the past the practice has always been that the buildings be connected but if you go through the regulations there is nothing that requires this. We should try to have something put together for Town Meeting next March. They will need to define accessory dwellings. Mr. Edkins will pull the actual language of the Statute to see exactly what needs to be done. Mr. Lincourt pointed out that there is quite a bit of information about accessory dwellings in the mailing that Mr. Edkins sent them from the Upper Valley Lake Sunapee Regional Planning Commission. There are model ordinances, etc. He will send the link to Mr. Edkins.

**Amendment to the Subdivision Regulations:** In the most recent legislative session the deadline was changed from 15 to 21 days for filing an application with the PB. That was intended to give PBs more time to process applications before the came to the PB. We have 15 days in our regulations but Mr. Edkins is going to start observing the 21 days because it is already in place. This can be changed easily by amending both the Subdivision and Site Plan regulations.

**Email Communication:** Mr. Lincourt raised the issue of PB members communicating with each other via emails between meetings. It is okay for PB members to share general information but it is not appropriate for them to share information about any particular agenda item that is before the PB. Public business has to be done in public meetings.

**ADMINISTRATION & CORRESPONDENCE:**

**Next Planning Board Meeting:** The next PB meeting is scheduled for Tuesday, August 16<sup>th</sup>. The Agenda is full. There will be a Boundary Adjustment on Elm Street. There was a preliminary consultation on the Whelen Engineering Site Plan Review application earlier in this meeting. An application came in for a commercial fish farm on the property that had been approved many years ago for a summer camp in North Charlestown off the Burma Road.

**Vacation:** Mr. Edkins will be on vacation the fourth week in August.

**ADJOURNMENT:**

**There being no other business, Mr. Lincourt moved to adjourn this meeting. Mrs. Smith-Hull seconded the motion. With six members in favor, the meeting was adjourned at 7:52 PM.**

Respectfully submitted,  
Regina Borden, Recording Secretary

Minutes Filed: 8-8-16

**(Note:** These are unapproved Minutes. Any corrections will be found in the Minutes of the August 16, 2016, Planning Board meeting.)